

# ***Alaska Oil and Gas Occupations Training Fund***

## ***FY14 Training Grant Program***

***Grant Period: November 1, 2013 – June 30, 2014***



## ***Request for Grant Applications***

***Application Deadline: September 30, 2013***

***(email by 4:00 PM OR postmarked on or before the date)***

State of Alaska

Department of Labor and Workforce Development

Division of Business Partnerships

**Issued: September 6, 2013**

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## I. GENERAL INFORMATION

### Overview and Purpose

The purpose of the Alaska Oil and Gas Occupations Training Fund is to prepare Alaska workers for in-demand occupations in oil and gas exploration, development, construction, and distribution. These occupations are identified in Attachment A. Through the Alaska Oil and Gas Workforce Development Plan, the industry has identified the geosciences; remote sensing and inspection; health, safety, security, and environment (HSSE); and maritime as priority occupational groups.

### State Authority

The 28<sup>th</sup> Alaska State Legislature enacted House Bill 65, which authorizes the fiscal year 2014 state operating budget. An appropriation of \$435,000 is designated for the Alaska Oil and Gas Occupations Training Fund.

The department is authorized to solicit grant applications

### Issuing Agency and Contact Person

This Application Packet is issued by:

State of Alaska Department of Labor and Workforce Development (DLWD)  
Division of Business Partnerships  
Attn: Wanetta Ayers  
1016 West Sixth Avenue, Suite 401  
Anchorage, Alaska 99501  
**Phone:** (907) 269-4675 **E-mail:** [directordbp@alaska.gov](mailto:directordbp@alaska.gov)

### Eligible Applicants

- (1) Private employers training incumbent workers for a skill upgrade, credential, or change in occupation that is listed as a targeted oil and gas occupation and will result in a higher wage for the employee; or
- (2) Non-profit or for profit training entities partnering with an employer or employers to train new or incumbent workers for targeted oil and gas occupations that will result in ongoing employment for the trainee.

### Required Activities

Grantees must agree to:

- a) comply with the general and specific provisions of the grant agreement;
- b) retain any inventoried equipment ★ purchased with the grant funds for a minimum of three years;
- c) comply with the state's reporting and invoicing requirements; and
- d) participate in state-provided technical assistance pertaining to this grant, which may be provided via webinars or audio conferences.

### Funding

**Funding Available** – \$435,000 is available.

**Disallowed Costs** – The intent of the Alaska Oil and Gas Occupations Training Program (AO&GOTP) is to focus funds on covering direct training expenses. Given this focus, AO&GOTP funds may not be used for:

- 1) any administrative costs including indirect expenses;
- 2) regular on-going salaries;
- 3) maintaining ongoing operations or activities; or
- 4) projects that are not aligned with the targeted Alaska Oil and Gas Occupations List.

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★ Indicates the term is defined in Section V – Definitions – beginning on page 7 of this Guide.

**Matching Requirement**★ - Applications must identify matching funds that support the proposed activity.

- 1) the source of the match must **not** be state or federal in origin;
- 2) the match must be directly related and integral to completion of the project;
- 3) the use of the match funds must occur during the grant time period; and
- 4) conforming applications that meet all other requirements and demonstrate a match of 20 percent or greater will receive additional consideration in the review process.

**Cost Reimbursable Grants** - Grants awarded under the Alaska Oil and Gas Occupations Training Program are cost reimbursable grants. Funds expended on a project prior to the execution of a grant agreement will not be reimbursed. Reimbursement payments will occur upon completion of the tasks or project and submission of reimbursement request(s) ★ for actual costs. No advance payments will be made.

**Grant Funds Expire June 30, 2014** – All grant funds **MUST** be expended during the FY14 fiscal year. Grantees will **not** be allowed to carry over any unused grant funds; it is each grantee's duty to demonstrate fiscal responsibility in the expenditure of all grant funds towards the successful implementation of the approved project. The department will consider approval of reasonable and justified budget revisions★ requested prior to April 1, 2014.

**Budget Revisions** - Grantee shall demonstrate fiscal responsibility in the expenditure of all grant funds towards the successful implementation of the approved project. The department will consider approval of reasonable and justified budget revision requests submitted on forms furnished by the department. All budget revisions must be submitted prior to April 1, 2014.

**Termination** - Either the grantee or the state may terminate the grant agreement in whole or in part with the consent of the other. In this case, the parties shall come to a mutual agreement concerning the conditions of termination, effective date, and in the case of partial termination, the portion being terminated.

If grantee fails to comply with the terms and conditions of the grant agreement, or with the terms and conditions grantee's original application and any approved variations thereto, the department may terminate the grant in whole or in part, or pursue any other legally-available remedies. The department may also terminate a grant if the grantee provided false or misleading information in the original application. The department shall notify the grantee in writing of its decision to terminate, the reason for termination, and the effective date of termination.

**Withdrawal of Funds** - In the event that state funding is withdrawn, reduced, or limited in any way after the effective date of this grant agreement and prior to the date on the fully executed grant agreement, the department may terminate the grant, reduce funding, or re-negotiate subject to the new funding limitations and conditions.

## II. APPLICATION PROCESS

### Solicitation Process

This application guide describes the funding priorities, application requirements, procedures, and schedule for submitting a funding application for the FY14 Alaska Oil and Gas Occupations Training Program. Public notice of the solicitation will be published on the Alaska Online Public Notice System.

The application form and the budget spreadsheet are posted on DLWD's website, <http://jobs.alaska.gov/energy.htm>. You may request a hard copy version of the application packet by contacting the DBP Office at (907) 269-4675 or email: [directordp.labor@alaska.gov](mailto:directordp.labor@alaska.gov)

### Solicitation Schedule

Application packet issued. . . . . September 6, 2013  
**Application Due** (verified by email **or** postmark). . . . . **September 30, 2013**  
Application review and approval. . . . . October 1 – 15, 2013  
Grant negotiation. . . . . October 15 – 31, 2013  
Award Notification . . . . . November 1, 2013

### Application Requirements

In order to be considered for funding, eligible parties should respond to the questions below:

- 1) Identify the targeted occupations by the Standard Occupational Code (SOC) listed in Attachment A, how many trainees will be recruited, and any credentials that will be earned.
- 2) Identify program partners and their role in the training program
- 3) A program narrative that fully describes the training program, trainers and program staff and their credentials, and the specific outcomes that will be achieved.
- 4) A detailed budget spreadsheet identifying the associated costs of the project, the matching contributions, and the additional financing sources that will support the project (See Attachment B for required format); and
- 5) A letter from each partner entity, clearly stating the partner's commitment, duties, and responsibilities related to the project.

Size and formatting requirements:

- A) Each application is limited to 10 pages, not including letters of commitment from training partners, employers, or other stakeholders.
- B) Document must be formatted using Garamond size 12 font, 1" margins, and single-spaced paragraphs with double space between paragraphs.

### Submittal Information

In order to be considered, each completed application must be **submitted** to the issuing office, DLWD/DBP, via email as follows:

1. **All sections of the application required by this solicitation must be submitted as email attachments by the deadline.**
2. The application narrative **MUST** be attached to the email in a pdf document or a Microsoft Word document.
3. The signature page **MUST** be scanned and attached to the email in PDF format;
4. The email submission with all attachments **MUST** be submitted no later than 4:00 PM on September 30, 2013 to [directordbp@alaska.gov](mailto:directordbp@alaska.gov)

We strongly recommend you submit your application early. Late submissions will **not** be reviewed.

### III. APPLICATION REVIEW AND AWARD

#### **Preliminary Application Screening**

DLWD / DBP will conduct a preliminary screening of each application submitted to ensure it meets the application requirements listed under Section II of this guide. Applications that are determined to meet the requirements will be forwarded for review. Applications deemed incomplete will not be reviewed or considered for funding.

#### **Application Review Process**

Applications will be reviewed by the Commissioner of the DLWD. Funding decisions will be made at the discretion of the Commissioner based on the demands of the oil and gas industry, labor market information, and the alignment of the proposed training program.

#### **Results of Proposal Review and Evaluation**

DLWD / DBP will notify each applicant's designated contact person following the Commissioner's determination with either:

- 1) a Notice of Grant Award; or
- 2) a notification the project was not recommended for funding.

### IV. PROJECT REPORTING AND FISCAL REQUIREMENTS

#### **Project Reports and Timelines**

Timely and accurate reporting of each project's progress and outcomes is an important grant requirement. Narrative and fiscal progress reports are required, using forms supplied by the department.

Time Period	Due Date
Interim report (s)	TBD in grant agreement
Final Closeout Report	July 15, 2014
<b>Last date to submit Requests for Reimbursements</b>	<b>July 15, 2014</b>

#### **Equipment Retention Requirements**

Any inventoried equipment that is approved and purchased with these grant funds must be retained by the applicant for a period of at least three years from the end of the project (i.e., until June 30, 2017). During that time it may not be sold, given away, surplused, or otherwise disposed of without prior approval from the department.

#### **Invoicing and Reimbursements**

In order to be considered for payment, reimbursement requests **must be submitted along with the quarterly reports** (see Project Reports and Timelines above) on forms supplied by the department, and must be accompanied by documentation of the expenditure such as invoices, delivery receipts, copy of contract, travel receipts, travel reports★, etc.

Additional fiscal information and requirements are detailed under **Funding** beginning on Page 3 of this Guide.

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★ Indicates the term is defined in Section V – Definitions – beginning on page 7 of this Guide.

## V. RESOURCES

### Definitions

#### **Oil and Gas Occupations**

For any occupation identified in Attachment A, whether or not the intended employer is involved in oil or gas exploration, development, or distribution, an organized educational and experiential learning program that provides not only career development skills but also academic **and** technical skill competencies that prepare a learner for the next step in his/her career path, whether that is further training, education, or a job.

#### **Budget Revision**

Request by the grantee to modify a portion of the approved budget, required if the change is more than 10 percent of the original budget amount for that item. A Budget Revision request must be submitted to the DBP Program Manager on a form supplied by the department before the funds are expended.

#### **Contractual**

Budget category for services rendered in fulfillment of a specific contract; for example, a consultant who provides technical assistance or training.

#### **Equipment, Material, Supplies**

In general, any physical item that is purchased in support of the program, including shop equipment, computers and peripherals, textbooks or other print resources, software, paper, safety gear, etc. For purposes of this grant, “equipment” is considered any item that is officially inventoried, and grantees must agree to keep and properly maintain it for at least three years from the end of the grant. Note that ALL purchases must be within the approved scope of the project.

#### **Travel Report**

A brief report submitted to DBP by staff, consultants, or contractors whose travel was supported by these grant funds. The grantee’s Program Manager submits the Travel Report along with the Request for Reimbursement for the travel expenses.

#### **Request for Reimbursement (Reimbursement Request)**

The actual invoicing or billing from a grantee to the DBP, using a form supplied by the DBP. Grant funds are not considered “spent” until the DBP Project Manager approves the Reimbursement Request and the DBP’s fiscal office issues a reimbursement check to the grantee. Reimbursement Requests along with the supporting documentation **must be submitted with the regular report for that period in order to be approved for reimbursement.**

#### **Grantee Program Manager – designated on the cover of the Application Form**

The person designated by the grantee to be the main point of contact for ALL grant-related communication from the DBP office. The Grantee Program Manager is responsible for gathering all information, both fiscal and programmatic, and submitting the required information to the DBP. This includes budget revision requests, reports, reimbursement requests and invoices, travel reports, etc.

#### **Salary or Personnel**

Regular, ongoing pay that a staff member receives for the duties he/she is regularly assigned and that take place during the regularly-scheduled work-day. AO&GOT grant funding may NOT be used for any regular salary expenses.

### **Administrative Costs/Indirect Costs**

These include any costs associated with administering the grant funds, such as partial salary for a program manager or fiscal staff, indirect expenses such as utilities and facilities, etc. Grantees are encouraged to budget these costs as the employer contribution or another leveraged funding source.

**Grant Reporting and Budget Forms** – Reporting and other forms to be used during the grant year will be provided to each grantee as an attachment to the final grant agreement.

- Interim Report (frequency to be determined in the final grant agreement)
- Final Closeout Report
- Request for Reimbursement
- Budget Revision
- Travel Report
- Other forms as necessary

**General Grant Conditions and Requirements** - Successful grantees will be required to sign the Grant Award Document, which contains the conditions and requirements listed in Attachment C to this document.

# Attachment A

## Alaska Oil and Gas Occupations

All of the occupations listed below are currently in use by the oil and gas industry in Alaska or are emerging occupations that will be in demand in the future. Through the Alaska Oil and Gas Workforce Development Plan, the industry has identified the geosciences; remote sensing and inspection; health, safety, security, and environment (HSSE); and maritime as priority occupational groups. Occupations in these groups are listed in boldface. Additional consideration will be given to grant proposals that provide training or skill development for these occupations.

SOC Code	Occupational Title	SOC Code	Occupational Title
13-2011	Accountants and Auditors	17-2051	Civil Engineers
11-3011	Administrative Services Managers	27-1021	Commercial and Industrial Designers
11-2011	Advertising and Promotions Managers	<b>49-9092</b>	<b>Commercial Divers</b>
13-1011	Agents and Business Managers of Artists, Performers, and Athletes	53-2012	Commercial Pilots
17-2021	Agricultural Engineers	11-3111	Compensation and Benefits Managers
49-3011	Aircraft Mechanics and Service Technicians	13-1141	Compensation, Benefits, and Job Analysis Specialists
53-2011	Airline Pilots, Copilots, and Flight Engineers	<b>13-1041</b>	<b>Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation</b>
17-3011	Architectural and Civil Drafters	11-3021	Computer and Information Systems Managers
51-2099	Assemblers and Fabricators, All Other	17-2061	Computer Hardware Engineers
<b>19-2021</b>	<b>Atmospheric and Space Scientists</b>	15-1152	Computer Network Support Specialists
49-3023	Automotive Service Technicians and Mechanics	51-4011	<b>Computer Controlled Machine Tool Operators, Metal and Plastic</b>
43-3011	Bill and Account Collectors	51-4012	<b>Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic</b>
43-3021	Billing and Posting Clerks and Machine Operators	15-1199	Computer Occupations, All Other
19-1029	Biological Scientists, All Other	43-9011	Computer Operators
47-2011	Boilermakers	15-1131	Computer Programmers
43-3031	Bookkeeping, Accounting, and Auditing Clerks	15-1121	Computer Systems Analysts
13-2031	Budget Analysts	15-1151	Computer User Support Specialists
37-2019	Building Cleaning Workers, All Other	19-1031	Conservation Scientists
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	<b>47-4011</b>	<b>Construction and Building Inspectors</b>
13-1199	Business Operations Specialists, All Other	47-4099	Construction and Related Workers, All Other
<b>53-5021</b>	<b>Captains, Mates, and Pilots of Water Vessels</b>	47-2061	Construction Laborers
47-2031	Carpenters	11-9021	Construction Managers
41-2011	Cashiers	47-5041	Continuous Mining Machine Operators
47-2051	Cement Masons and Concrete Finishers	49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
35-1011	Chefs and Head Cooks	35-2019	Cooks, All Other
17-2041	Chemical Engineers	35-2012	Cooks, Institution and Cafeteria
51-8091	Chemical Plant and System Operators	13-1051	Cost Estimators
19-4031	Chemical Technicians		
<b>19-2031</b>	<b>Chemists</b>		
11-1011	Chief Executives		

**SOC Code Occupational Title**

41-2021	Counter and Rental Clerks
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
43-5021	Couriers and Messengers
43-4031	Court, Municipal, and License Clerks
27-1012	Craft Artists
<b>53-7021</b>	<b>Crane and Tower Operators</b>
43-4051	Customer Service Representatives
51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
15-1141	Database Administrators
47-5011	Derrick Operators, Oil and Gas
27-1029	Designers, All Other
35-9021	Dishwashers
<b>43-5032</b>	<b>Dispatchers, Except Police, Fire, and Ambulance</b>
17-3019	Drafters, All Other
51-4032	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic
53-3031	Driver/Sales Workers
47-5021	Earth Drillers, Except Oil and Gas
49-2092	Electric Motor, Power Tool, and Related Repairers
<b>17-3023</b>	<b>Electrical and Electronic Engineering Technicians</b>
51-2022	Electrical and Electronic Equipment Assemblers
49-9099.02	Electrical and Electronic Equipment Maintenance, Installation and Repairers, All other
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
17-2071	Electrical Engineers
49-9051	Electrical Power-Line Installers and Repairers
47-2111	Electricians
<b>17-3024</b>	<b>Electro-Mechanical Technicians</b>
17-2072	Electronics Engineers, Except Computer
11-9161	Emergency Management Directors
29-2041	Emergency Medical Technicians and Paramedics
13-1071	Employment, Recruitment, and Placement Specialists
11-9041	Engineering Managers

**SOC Code Occupational Title**

<b>17-3029</b>	<b>Engineering Technicians, Except Drafters, All Other</b>
17-2199	Engineers, All Other
<b>13-1041.01</b>	<b>Environmental Compliance Inspectors</b>
<b>17-3025</b>	<b>Environmental Engineering Technicians</b>
<b>17-2081</b>	<b>Environmental Engineers</b>
<b>19-4091</b>	<b>Environmental Science and Protection Technicians, Including Health</b>
<b>19-2041</b>	<b>Environmental Scientists and Specialists, Including Health</b>
53-7032	Excavating and Loading Machine and Dragline Operators
43-6011	Executive Secretaries and Administrative Assistants
47-5031	Explosives Workers, Ordnance Handling Experts, and Blasters
47-5099	Extraction Workers, All Other
51-2091	Fiberglass Laminators and Fabricators
43-4071	File Clerks
13-2051	Financial Analysts
43-3099	Financial Clerks, All Other
11-3031	Financial Managers
13-2099	Financial Specialists, All Other
33-2011	Fire Fighters
47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers
33-1011	First-Line Supervisors/Managers of Correctional Officers
45-1011	First-Line Supervisors/Managers of Farming, Fishing, and Forestry Workers
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers
<b>53-1021</b>	<b>First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand</b>
49-1011	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers
51-1011	First-Line Supervisors/Managers of Production and Operating Workers
41-1011	First-Line Supervisors/Managers of Retail Sales Workers
53-1031	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators

★ Indicates the term is defined in Section V – Definitions – beginning on page 7 of this Guide.

**SOC Code Occupational Title**

33-1099	First-Line Supervisors/Managers, Protective Service Workers, All Other
53-2031	Flight Attendants
11-9051	Food Service Managers
53-7071	Gas Compressor and Gas Pumping Station Operators
51-8092	Gas Plant Operators
11-1021	General and Operations Managers
<b>19-4041</b>	<b>Geological and Petroleum Technicians</b>
<b>19-2042</b>	<b>Geoscientists, Except Hydrologists and Geographers</b>
27-1024	Graphic Designers
37-3019	Grounds Maintenance Workers, All Other
<b>47-4041</b>	<b>Hazardous Materials Removal Workers</b>
<b>17-2111</b>	<b>Health and Safety Engineers, Except Mining Safety Engineers and Inspectors</b>
29-2099	Health Technologists and Technicians, All Other
31-9099	Healthcare Support Workers, All Other
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
47-3019	Helpers, Construction Trades, All Other
47-3012	Helpers--Carpenters
47-3013	Helpers--Electricians
47-5081	Helpers--Extraction Workers
49-9098	Helpers--Installation, Maintenance, and Repair Workers
47-3015	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
43-4161	Human Resources Assistants, Except Payroll and Timekeeping
11-3121	Human Resources Managers
<b>19-2043</b>	<b>Hydrologists</b>
<b>17-3026</b>	<b>Industrial Engineering Technicians</b>
<b>17-2112</b>	<b>Industrial Engineers</b>
49-9041	Industrial Machinery Mechanics
11-3051	Industrial Production Managers
53-7051	Industrial Truck and Tractor Operators
43-4199	Information and Record Clerks, All Other
<b>51-9061</b>	<b>Inspectors, Testers, Sorters, Samplers, and Weighers</b>
49-9099	Installation, Maintenance, and Repair Workers, All Other

**SOC Code Occupational Title**

47-2131	Insulation Workers, Floor, Ceiling, and Wall
47-2132	Insulation Workers, Mechanical
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
13-1075	Labor Relations Specialists
53-7062	Laborers and Freight, Stock, and Material Movers, Hand
23-1011	Lawyers
43-6012	Legal Secretaries
23-2099	Legal Support Workers, All Other
11-9081	Lodging Managers
13-1081	Logisticians
<b>51-4041</b>	<b>Machinists</b>
37-2012	Maids and Housekeeping Cleaners
49-9071	Maintenance and Repair Workers, General
49-9043	Maintenance Workers, Machinery
13-1111	Management Analysts
11-9199	Managers, All Other
<b>17-2121</b>	<b>Marine Engineers and Naval Architects</b>
11-2021	Marketing Managers
53-7199	Material Moving Workers, All Other
<b>53-5021.02</b>	<b>Mates, Ship, Boat, and Barge</b>
43-4199.05	Material Recording, Scheduling, Dispatching and Distribution Clerks, All Other
17-2131	Materials Engineers
17-3013	Mechanical Drafters
17-3027	Mechanical Engineering Technicians
17-2141	Mechanical Engineers
49-3042.01	Mechanics, Mine Machinery
<b>17-2199.05</b>	<b>Mechatronics Engineers</b>
27-3099	Media and Communication Workers, All Other
11-9111	Medical and Health Services Managers
31-9093	Medical Equipment Preparers
29-2071	Medical Records and Health Information Technicians
13-1121	Meeting and Convention Planners
<b>43-5041</b>	<b>Meter Readers, Utilities</b>
49-9044	Millwrights
<b>17-2151</b>	<b>Mining and Geological Engineers, Including Mining Safety Engineers</b>

**SOC Code Occupational Title**

47-5049	Mining Machine Operators, All Other
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
11-9121	Natural Sciences Managers
15-1142	Network and Computer Systems Administrators
<b>51-4012</b>	<b>Numerical Tool and Process Control Programmers</b>
<b>29-9011</b>	<b>Occupational Health and Safety Specialists</b>
<b>29-9012</b>	<b>Occupational Health and Safety Technicians</b>
43-9199	Office and Administrative Support Workers, All Other
43-9061	Office Clerks, General
47-2073	Operating Engineers and Other Construction Equipment Operators
15-2031	Operations Research Analysts
47-2141	Painters, Construction and Maintenance
51-9122	Painters, Transportation Equipment
23-2011	Paralegals and Legal Assistants
41-2022	Parts Salespersons
47-2071	Paving, Surfacing, and Tamping Equipment Operators
43-3051	Payroll and Timekeeping Clerks
37-2021	Pest Control Workers
<b>17-2171</b>	<b>Petroleum Engineers</b>
51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers
29-1071	Physician Assistants
<b>19-2012</b>	<b>Physicists</b>
47-2072	Pile-Driver Operators
47-2151	Pipelayers
51-8099	Plant and System Operators, All Other
51-4193	Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic
47-2152	Plumbers, Pipefitters, and Steamfitters
43-5051	Postal Service Clerks
49-9069	Precision Instrument and Equipment Repairers, All Other
43-3061	Procurement Clerks
51-9199	Production Workers, All Other
43-5061	Production, Planning, and Expediting Clerks

**SOC Code Occupational Title**

11-9141	Property, Real Estate, and Community Association Managers
33-9099	Protective Service Workers, All Other
11-2031	Public Relations Managers
27-3031	Public Relations Specialists
53-7072	Pump Operators, Except Wellhead Pumpers
13-1021	Purchasing Agents and Buyers, Farm Products
13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products
11-3061	Purchasing Managers
43-4171	Receptionists and Information Clerks
53-7081	Refuse and Recyclable Material Collectors
<b>13-1041.07</b>	<b>Regulatory Affairs Specialists</b>
47-2171	Reinforcing Iron and Rebar Workers
<b>19-2099.01</b>	<b>Remote Sensing Scientists and Technologists</b>
<b>19-4099.03</b>	<b>Remote Sensing Technicians</b>
41-2031	Retail Salespersons
49-9096	Riggers
<b>17-2199.08</b>	<b>Robotics Engineers</b>
<b>17-3024.01</b>	<b>Robotics Technicians</b>
47-5051	Rock Splitters, Quarry
47-5012	Rotary Drill Operators, Oil and Gas
47-5071	Roustabouts, Oil and Gas
<b>53-5011</b>	<b>Sailors and Marine Oilers</b>
41-9099	Sales and Related Workers, All Other
41-9031	Sales Engineers
11-2022	Sales Managers
41-3099	Sales Representatives, Services, All Other
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
43-6014	Secretaries, Except Legal, Medical, and Executive
<b>49-2098</b>	<b>Security and Fire Alarm Systems Installers</b>
47-5013	Service Unit Operators, Oil, Gas, and Mining
47-2211	Sheet Metal Workers
<b>53-5031</b>	<b>Ship Engineers</b>
<b>43-5071</b>	<b>Shipping, Receiving, and Traffic Clerks</b>
21-1093	Social and Human Service Assistants
15-1132	Software Developers, Applications
51-8021	Stationary Engineers and Boiler Operators
43-5081	Stock Clerks and Order Fillers

★ Indicates the term is defined in Section V – Definitions – beginning on page 7 of this Guide.

**SOC Code Occupational Title**

47-2221	Structural Iron and Steel Workers
51-2041	Structural Metal Fabricators and Fitters
17-3031	Surveying and Mapping Technicians
17-1022	Surveyors
43-2011	Switchboard Operators, Including Answering Service
<b>53-7121</b>	<b>Tank Car, Truck, and Ship Loaders</b>
13-2082	Tax Preparers
27-3042	Technical Writers
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers
49-9052	Telecommunications Line Installers and Repairers
43-3071	Tellers
49-3093	Tire Repairers and Changers
23-2093	Title Examiners, Abstractors, and Searchers
39-7011	Tour Guides and Escorts
11-3131	Training and Development Managers
13-1151	Training and Development Specialists
<b>11-3071</b>	<b>Transportation, Storage, and Distribution Managers</b>
41-3041	Travel Agents
53-3032	Truck Drivers, Heavy and Tractor-Trailer
53-3033	Truck Drivers, Light or Delivery Services
19-3051	Urban and Regional Planners
49-9099.03	Vehicle, Mobile Equipment Mechanics, Installers, and Repairers, All Other
35-3031	Waiters and Waitresses
<b>51-8031</b>	<b>Water and Liquid Waste Treatment Plant and System Operators</b>
<b>53-6099.05</b>	<b>Water Transportation Workers, All Other</b>
51-4121	Welders, Cutters, Solderers, and Brazers
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
13-1022	Wholesale and Retail Buyers, Except Farm Products